

Strictly Classified



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Reinstatement

Definition:

A **Reinstatement** is the reappointment of a former permanent employee to a position in one of their former classes or a related lower class.

Eligibility Criteria:

A permanent employee who has resigned in good standing shall be eligible to submit a reinstatement request within the 39 months of resignation.

The period for requesting reinstatement may be extended if a former regular classified employee who resigned from the District to enter into military service and was subsequently separated from the military under conditions other than dishonorable.

The request requires the endorsement of the former division head or college president under whom the employee last served, which needs to be obtained on a C1052 form.

How it Works:

Requests for reinstatements are maintained electronically by the Personnel Commission Office. The names of employees with approved requests shall be certified to the appointing authority along with names on the applicable eligibility and/or other employment lists as vacancies occur. The appointing authority does not have an obligation to prefer a reinstatement request to other means of filling a vacancy. Such requests shall be valid for 39 months from the date of the employee's resignation (additional extensions may be granted to employee with former military service).

For more information, click on the links below:

[Personnel Commission Rule 771, REINSTATEMENT](#)

[Reinstatement Form C1052](#)